



MERIT PROMOTION JOB OPPORTUNITY

www.gpo.gov

Announcement Number: 06-435 (Note: Applicants who applied under 06-379 must re-apply to receive consideration under this announcement.)

Position Title: **Human Capital Manager**

Series and Grade: PG-0201-14

Salary Range: \$91,407 - \$118,828 PA

Promotion Potential: PG-14

Opening Date: 06/07/06

Closing Date: 06/26/06

Location of Position: Office of the Chief Human Capital Officer, Human Capital Operating Department, Washington, DC

Number of Openings: One

Type of Appointment: Permanent

Work Schedule: Full-time

Who May Apply: Current and Former Federal Employees and Veterans

ABOUT THE GPO:

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

MAJOR DUTIES:

Leads and develops a Human Resources (HR) staff to support the GPO management with effective consultation in the areas of staffing, position management, recruitment, performance management, employee relations, classification, and operational labor relations issues. Provides oversight on all HR actions initiated in support of a portion or all GPO employees. Uses knowledge of the strategy, function, and goals of supported business unit/agency to provide effective consulting in the area of workforce planning to better serve that organization. Effectively manages resources to ensure mission accomplishment for his/her organization.

QUALIFICATIONS NEEDED:

Applicants must possess 1 year of specialized experience equivalent to the PG-13 grade level. Specialized experience includes providing value-added, HR consultative services to an organization, overseeing and directing the work of a multi-functional HR operating team, and participating in change initiatives. Qualification requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability, and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you

used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements not to exceed one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package. Applicants who fail to do so will be rated ineligible for consideration.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

1. Demonstrated skill in leading, coaching, developing, and motivating others. Please provide a description of your leadership skills and how they have affected the organizations you support and the employees you have influenced through your supervisory or managerial assignments.
2. Expert knowledge of Federal HR and best practices to provide consultative and operational support to an organization. Please describe how your learning goals and opportunities influenced your professional career and affected the organizations you support and supervise.
3. Ability to communicate orally, and in writing to develop and deliver concise, persuasive, and informative presentations and reports. Please describe how your effective communication skills affected your serviced organization and improved services. Provide specific information regarding presentation audiences, documents authored (e.g., written policies, strategic plans, etc.), and outcomes achieved.
4. Skill in identifying and solving organizational and/or operational problems. Please provide specific examples that demonstrate your ability to influence outcomes through problem solving skills.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment”. The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

STEP 3:

Current and Former Federal Employees (including GPO employees): Attach a copy of your most recent SF-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. Time in grade requirements must be met by the closing date of this announcement under merit promotion procedures.

Veterans: Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. Veterans who are 1) preference eligibles or 2) who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service or 3) meet other eligibility

requirements under veteran appointing authorities may apply to this announcement. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Executive and Plant Operations Human Capital
Department
Kristy Kaptur
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO will not pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your's and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.